



Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, VA 23250-2422  
www.doav.virginia.gov

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DATE STAMP BELOW

## Semi-Annual Security Self-Audit Checklist

### Instructions

- ☐ Complete Parts 1 through 7.
- ☐ Mail completed checklist to the Airport Services Division of the Virginia Department of Aviation at the address above.

### Part 1: Reporting Information

Name of Airport: \_\_\_\_\_ Title: \_\_\_\_\_

Reported By: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

### Part 2: Parking Lot

1. Are exterior lights working? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

2. Do exterior light globes need cleaning? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

3. Is signage (park here, enter here, etc) in good condition (not bent, not faded, legible)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

4. Are unauthorized vehicles present? Y / N

If yes, describe deficiency and corrective action: \_\_\_\_\_

### Part 3: Building Exteriors

1. Are buildings and hangars locked when not in use/unattended? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

2. Are exterior doors in good working condition? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_



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3. Are exterior lights working? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

4. Do exterior light globes need cleaning? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

5. Is information signage present and in good condition (not bent, not faded, legible)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

6. Are building exteriors well maintained (no broken windows, finish in good condition, etc)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

#### Part 4: Building Interiors

1. Are non public-use areas clearly marked? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

2. Are non public-use areas secured when not in use? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

#### Part 5: Apron

1. Are unauthorized vehicles in the AOA? Y / N

If yes, describe deficiency and corrective action: \_\_\_\_\_

2. Is signage present and in good condition (not bent, not faded, legible) to:

a. direct pilots to transient/based parking locations? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_



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b. remind pilots to lock (double) their aircraft? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

c. direct transient pilots to check-in at terminal? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

3. Are parked aircraft secured? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

#### Part 6: Fuel Farm

1. Is fencing in good condition? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

2. Are gates secured? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

3. Are lights working? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

4. Do globes need cleaning? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

5. Are warning signs posted and in good condition (not bent, not faded, legible)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_



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6. Are any signs of fuel leakage visible? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

#### Part 7: Airfield/Other

1. Is fencing in good condition? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

2. Is minimum 10 foot clear space maintained between fence and vegetation/obstacles? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

3. Are gates secured? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

4. Are lights working? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

5. Do globes need cleaning? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

6. Are cameras working and in good condition (lens clean, mounted properly, etc)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_

7. Are "No Trespassing" and warning signs in good condition (not bent, not faded, legible)? Y / N

If no, describe deficiency and corrective action: \_\_\_\_\_